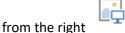


How to Add an Image to Your NWACC Email Signature

- The #NWACCStrong email signature image is attached to the PR email or can be found on the NWACC website – <u>www.nwacc.edu/coronavirus</u> (just right click on the image and save to your desktop).

STEPS:

- Save the #NWACCStrong email signature image to your desktop.
- In Outlook
 - Select File>Options>Mail (on left hand side)>Signatures
 - In the Signature box at the bottom, select the spot where you want the image to reside
 - \circ On the far right-hand side of the toolbar above the signature box, select the second icon



- Navigate to the desired image and select.
- Select OK
- Select OK

How to Add an Image to Your Teams Background

- The #NWACCStrong Teams Background image is attached to the PR email or can be found on the NWACC website - <u>www.nwacc.edu/coronavirus</u> (just right click on the image and save to your desktop).

DESKTOP:

- Save the #NWACCStrong Teams Background image to your desktop.
- While setting up your video and audio before you start a Teams meeting, select Background

filters 🐔 . It's just below the video image.

- Your background options will display on the right.
- Select **Add new** and then select the Teams #NWACCStrong image to upload from your computer.
- Your new background will persist in all your meetings and calls until you change it again.

MOBILE:

- Save the #NWACCStrong Teams image to your mobile device.
- While setting up your video and audio before you start a Teams meeting, select **Background**

filters Rear the top of the screen.

- Your background options appear below your image.
- Select the plus sign and then select the Teams #NWACCStrong image to upload from your device.
- Select Done.
- Your new background will persist in all your meetings and calls until you change it again.